



Town of Chino Valley
Development Services
1982 Voss Drive, Chino Valley, Arizona 86323
Phone: (928) 636-4427
Email: dmoore@chinoaz.net

ZONE CHANGE CHECKLIST

THE FOLLOWING INFORMATION IS REQUIRED FOR A COMPLETE APPLICATION SUBMITTAL. FAILURE TO SUPPLY ALL ITEMS AT THE TIME OF APPLICATION WILL RESULT IN A DELAY OF YOUR PROJECT.

- Completed Application
- Pre-Application Meeting number PA-_____ (or attach copies of notes)
- Application Fee of \$ 400.00, plus \$10.00 per acre, rounded up, and the advertising fee of \$115.00
- A narrative statement describing the project, including:
 - Explanation of the intent/purpose of the zone change
 - Why is this rezone appropriate for the area
 - What design or site features are proposed to ensure that the intended use will not have an adverse effect on the health, safety, and welfare of the adjacent properties and surrounding neighborhood.
- A Site Plan depicting the ultimate use of the property
- Copy of title or deed showing proof of legal ownership.
- Copy of legal description, record of survey, easements, dedications, and any other referenced recorded documents.
- Three (3) copies of fully dimensioned site plan (minimum 11 x 17 inch).
- A site map indicating the current zoning and land uses for adjacent properties.
- Electronic copy of Site Plan. Email to dmoore@chinoaz.net

It is strongly encouraged that you provide any additional information or displays that will reflect the scope of your project.

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- The following information is missing and needs to be provided before this application can be accepted.
Deadline to provide missing items: _____
